



# Job Description

**Job Title:** Director of Examination Requirements & Psychometrics  
**Department:** Examination Requirements & Psychometrics  
**Reports To:** Senior Director of Credentialing Operations  
**FLSA Status:** Exempt

## Mission

The American Registry of Radiologic Technologists promotes high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

## Vision

ARRT will be the premier organization for credentialing healthcare technology professionals in medical imaging, interventional procedures, and radiation therapy.

## Values

ARRT is a principled and mission-driven organization that values and demonstrates quality, integrity, objectivity, and evidence-based decision making.

## Position Summary

The Director of Exam Requirements & Psychometrics is responsible for the assessment component of the ARRT's certification programs. This includes responsibility for the quality of the processes as well as the quality of the products. Processing of applications and the examination administration and distribution of score reports are not included within responsibilities although input on issues potentially affecting validity of scores (timing, security, etc.) is expected.

Responsibilities listed are those of the Exam Requirements & Psychometrics Department. No distinction is made between activities directly performed and those delegated since the Director of Exam Requirements & Psychometrics is ultimately responsible for their performance. This includes responsibility for the quality of the processes as well as the quality of products.

The Director of Exam Requirements & Psychometrics reports to the Chief Executive Officer regarding organizational policy and the Senior Director of Credentialing Operations and is responsible for directing the activities of personnel within the Exam Requirements & Psychometrics Department.

## Duties and Responsibilities

### Examination Development

1. Plan and conduct practice analyses projects
2. Develop/revise content specifications and competency/clinical experience requirements based upon practice analysis results
3. Administer program of item development (i.e., item writing, pilot testing, and calibration)
4. Plan and conduct standard setting projects
5. Develop responses to external examination development and/or scoring Requests for Proposal (RFP)

### Examination Assembly and Production

1. Assemble exam forms and other materials for committee meetings
2. Schedule meeting dates, plan, and coordinate activities for committee meetings
3. Conduct meetings of committees

4. Produce electronic examination forms to send to CBT vendor
5. Conduct quality control checks on electronic examination forms assembled by CBT vendor
6. Maintain item banks
7. Maintain Examination Development Procedures Manual

### **Scoring, Analysis, and Reporting**

1. Review item analysis and examinee comments
2. Run programs and interpret data to process exam results
3. Maintain equating mechanism
4. Maintain quality control checks on overall process
5. Prepare reports summarizing examination results
6. Maintain sections of Examination Processing Manual which cover procedures for which Psychometrics Services is responsible

### **Examination Security**

1. Maintain the validity of the examinations by employing the latest procedures to identify:
  - Those using others to complete the exam for them
  - Examinees with pre-knowledge of the exam content
  - Copyright infringement
2. Develops policy recommendations and is responsible for the executing security policy for all content contained in examinations and structured self-assessments (SSAs)
3. Chair of the Exam Security Team (EST)
4. Recommends corrective action for security incidents based on EST investigations
5. Executes policies for procuring legal protection for ARRT intellectual property (copyright of item bank, trade secrets)
6. Maintain confidential and accurate records when engaged in a legal action
7. Effectively represent ARRT in depositions and/or when asked to testify in a court of law

### **Examination Miscellaneous**

1. Assure procedural integrity for the administration of ARRT examination requirements
2. Work with Strategic Communications to develop informational materials (i.e., articles, news releases, slide shows, Certification Handbooks (Primary Pathways, Post-Primary Pathways, and R.R.A.), Handbook for State Licensing Examinees, Examinee Handbook for Limited Scope, Item Writing Manual) on examination development, assembly, scoring analysis and reporting
3. Prepare project and technical reports on examination development, assembly, scoring, analysis and reporting
4. Respond to questions/complaints on examination development, assembly, scoring, analysis, and reporting
5. Identify issues requiring Board policy decisions on exam development, assembly, scoring, analysis and reporting
6. Provide staff support on psychometric issues at Board Meetings
7. Interact with Information Technology Department on development and maintenance of computer programs for psychometric services

### **Research**

1. Collect, analyze, and report data as input into decision making processes
2. Provide technical assistance in research design and data analysis to staff
3. Participate in scholarly research as time permits
4. Keep informed of issues and new developments in certification and licensure testing

### **General Managerial Responsibilities**

1. Personnel
  - Monitor departmental staffing level needs
  - Interview applicants for employment and make hiring recommendations to Chief Executive Officer
  - Orient and train new employees
  - Assess need for and provide ongoing staff training
  - Enforce personnel policies as set in ARRT Employee Handbook
  - Maintain job descriptions

- Conduct semi-annual employee performance evaluations
  - Provide salary adjustment recommendations to Chief Executive Officer
  - Maintain personnel records
  - Process pay period time sheets for department personnel
  - Approve work hours and personal leave (e.g., vacation) schedules
  - Develop staff to enable effective delegation
  - Perform other duties as required
2. Financial
    - Authorize procurement of goods and services for the division within budgetary and procedural guidelines
    - Provide budgetary information for department activities to Chief Executive Officer
  3. Strategic Planning
    - Assist Chief Executive Officer in identifying future needs/directions for department
    - Participate in strategic planning
    - Coordinate efforts to implement strategic plan into department operations

### **Miscellaneous**

1. Keep Chief Executive Officer and Senior Director of Credentialing Operations informed of departmental activities via regular weekly meetings or immediately in case of serious or potentially serious situations
2. Perform other duties as assigned

## **Minimum Requirements**

### **Education**

Doctorate in Psychometrics, Quantative Methods in Psychology, Educational Measurement, Industrial Psychology, or related field is required.

### **Experience**

3- 5 years' experience in Exam development and/or psychometrics is preferred.

3-5 years' Supervisory/Managerial experience is preferred.

### **Skills and Abilities**

**Adaptable-** Adaptable to changing needs of the position, department, or organization.

**Attention to detail-** Thorough in accomplishing a task focusing on all the areas involved, no matter how large or small. Monitors and checks work or information and plans and organizes time and resources efficiently.

**Computer skills Intermediate-** Utilizes Microsoft Office and related software applications at an intermediate level.

**Decision Making-** Identifying options, gathering information about their suitability, taking into account conflicting priorities and constraints, then using this information systematically in choosing the optimum course of action. Knowing what to do based on the information available. Responding quickly and effectively.

**Delegation-** Utilizes direct reports effectively by allocating decision-making and other responsibilities to the appropriate person. Individualizes delegation to meet the needs and abilities of the individual. Assigned accountabilities are clear end results, not simply tasks to complete. Clearly communicates expectations or boundaries.

**Documentation-** Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control and documentation operations.

**Ethics and Confidentiality-** Extremely high level of ethics and confidentiality.

**Industry Trending/Forward Thinking-** Is open-minded, keeps abreast of industry innovations, proactively considers and recommends appropriate actions.

**Innovation-** Works to develop new approaches when problem-solving; seeks ideas or suggestions from others as appropriate. Suggest new ways to improve the quality of products or services.

**Job Focused Learning-** Demonstrates desire to acquire necessary technical knowledge, skills, and judgment to accomplish a result or to serve a customer's needs effectively. Has desire and drive to acquire knowledge and skills necessary to perform the job more effectively.

**Organizational Understanding-** Understands the agenda and perspectives of others, recognizing and effectively balancing the interests and needs of one's own group with those of the broader organization. Works to build a sense of common purpose across all work groups, avoiding a "we versus them" attitude.

**Planning and Organizing-** Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities and timetables to achieve maximum productivity. Develops or uses systems to organize and keep track of information. Sets priorities with an appropriate sense of what is most important. Plans with an appropriate and realistic sense of the time and demand involved. Creates action plans for achieving performance expectations.

**Presentation/Facilitation-** Development of confidence and competence to engage an audience by means of well-prepared verbal, visual and/or written material. Ability to transfer ideas and propositions or facilitate individuals or diverse audiences clearly, efficiently and effectively.

**Problem Solving/Analytical Thinking-** Builds a logical approach to address problems or opportunities or manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Undertakes a complex task by breaking it down into manageable parts in a systematic, detailed way. Anticipates the consequences of situations. Thinks of several possible explanations or alternatives for situations.

**Research/Process/Use Information-** Define the type and quantity of information needed, finding appropriate sources, conducting surveys where necessary, appropriately compile, interpret, report, and use the information in a meaningful way to move the organization forward to meeting objectives.

**Technical expertise-** Applies technical/procedural knowledge to correctly address a situation, taking into consideration the full range of available facts. Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes.

**Travel-** Ability to travel based on business needs.

## Leader Competencies

### Building Team Environment

Establishes an environment that creates incentives for, and eliminates barriers to, a team environment. For example, articulates common goals, communicates how individual roles contribute to team success, provides both clear direction and sufficient resources while removing or reducing obstacles to team success. This contrasts with those who reward competitive behavior within the team, fail to connect individual roles to team goals, talk/write about the importance of teamwork without providing adequate resources or fail to play a key role in neutralizing any other obstacles to team success.

### Leadership

Articulates a vision that others choose to follow. Models behaviors expected of others and inspires others to undertake challenging tasks and projects. This is in contrast to those who fail to articulate a clear vision or whose vision is not compelling enough to generate enthusiasm or commitment; who expect specific behavior from others when they are not doing these things themselves; and/or whose attempts to lead that fail to inspire others. The latter conditions usually create a shortage of followers who voluntarily take on challenging assignments.

### Vision

Works with senior management and/or Board of Trustees to assure that the organization's vision and strategic plan are both aligned. Assures the vision is well understood by internal and external stakeholders. Ensures that business practices are consistent with the strategic plan and the vision. This contrasts with those who neither influence nor communicate the organization's vision and strategic plan or who support business practices that are inconsistent with that vision or plan.

### Operations

**Staffing:** selects job candidates who possess an appropriate level of skills and abilities and reflect diversity in terms of experiences, style, cultural background, gender and other factors. **Employee Performance:** takes action to ensure employees fully understand their roles, responsibilities and performance standards while providing ongoing feedback, motivation, recognition and support; ensures performance appraisals are fair, objective and timely.

**Financial:** creates and manages budgets in a manner that helps achieve the organization's objectives. **Innovation:** looks out for new approaches that improve efficiency and propel success of the organization. Embraces and champions new ideas and encourages others to do likewise.

## **Organizational Awareness**

Understands the internal climate of the organization, including the most productive channels of communication, and makes use of the appropriate communication channels to achieve goals and objectives. Has learned about both formal and informal communication channels and understands when to stick to the formal hierarchy of reporting relationships. Understands unwritten protocols and the political aspects of how communication takes place. Avoids errors in judgment when selecting strategies for accomplishing tasks. This is distinctly different than those who fail to understand formal and informal channels of communication, misread organizational dynamics and are left scratching their heads about why their efforts to achieve support and results fall short of their expectations.

## **Project Management**

Manages each stage of a project to ensure that commitments are met in a manner that is timely and within budget. Clearly defines roles and responsibilities, determines necessary resources, and monitors project performance through appropriate systems and procedures. This is distinctly different from individuals who fail to assess and define roles needed to complete a project, do not secure adequate resources, do not monitor ongoing progress or spend too much time on one project and not enough on each of multiple projects.

## **Intellectual Curiosity**

The desire to invest time and energy into learning more about something. In this case, something of importance for achieving ARRT's mission. That may be learning about the underlying reasons for a policy or procedure (historical roots) or how other organizations approach similar situations. It is characterized by the active pursuit of knowledge as opposed to the passive acceptance of the status quo. Posing questions to oneself and others and seeking answers to those questions in order to gain expertise in an area are manifestations of effective intellectual curiosity.

## **Critical Thinking**

Breaks down problems and issues into sub-components, identifies and evaluates the underlying assumptions and then assesses the costs, benefits and risks of various options, prior to selecting a particular approach. This contrasts with the behavior of individuals who tend to attack problems without a thorough examination of all important components and ramifications; who fail to weigh the costs, benefits and risks associated with various alternatives; and/or who are unable to explain or justify their decision in a logical and systematic fashion.

## **Core Competencies**

### **Customer Focus**

Personally demonstrates that external (or internal) customers are a high priority. Recognizes that ARRT serves various types of customers and that their expectations may not align with those of the organization. Identifies customer needs and expectations and responds to them in a timely and effective manner, within parameters set by the organization. Anticipates and prevents delays or other things that can unnecessarily affect the customer adversely. Keeps customers informed about the status of pending actions and inquires about customer satisfaction with products or services.

### **Communication**

Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. Is receptive to feedback.

### **Teamwork**

Is an effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback. Communicates in an open and candid manner and can be counted upon to fulfill any commitments made to others on the team.

### **Work Ethic**

Is keenly aware of the time frame in which tasks or projects need to be done. Accepts and mirrors the level of urgency conveyed by manager or customer being served. Puts first priority on the needs of the organization or the needs of its customers.

## **Physical Demands**

**Close Visual Acuity:** Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

**Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive

detailed information through oral communication, and to make fine discriminations in sound.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

### **Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

**Employee Signature** \_\_\_\_\_ **Date signed** \_\_\_\_\_